## 5. ORDER CHANGE TEXT DESCRIPTION (OCTX)

If change type is **ADM** and the **OCHG** does not provide enough lines for the text message, this screen may be used for additional lines.

At the **OCTX** screen:

a. Type **Get** in the Function field and type in:
   Order Number
   Change Order Number

b. Press **Enter**.
   Will display any typed text entered on **OCHG**.

With **Change** in the Function Field:

c. Complete additional text.

d. Press **Enter**. (proceed with step 4)

## ORDER LIQUIDATION TABLE (OPLQ)

This process is used to liquidate (cancel) the balance of an order once partial payments have been made against the order. There can be no open receipts, invoices or payments.

At the **OPLQ** screen, type **Clear** in the Function Field and press **Enter**, then type:

a. Order Number
   Change Order Number
   Description

b. Press **Enter**.

With **Change** in the Function Field, change status:

c. To 425.
   Status should update to 429.

d. To 435.
   Status should update to 499.

## CANCELLING AN ORDER CHANGE

Order Changes at 441 or 499 can't be cancelled. At the **OCHG** screen, inquire on order and change number. With Change in the Function Field:

a. If the status of the Order Change is < 435 or = 437, change status to 496.

**If the status = 436, change status to 497.**

b. Press **Enter**.

## GENERAL ORDER INFORMATION
(can only be viewed after order has been printed)

**OQTY** - Summary of Quantity Ordered, Quantity Received and Balance, Quantity Invoiced. This includes the original order and any Order Changes processed.

**OQT2** - Detail of Order Commodity Line. Includes Quantity Ordered, Changed Quantity, Quantity Received, Quantity Invoiced, Last Receipt Number, Last Receipt Date and other line details.

**OAMT** - Summary of Accounting Lines showing line amount and amount processed.
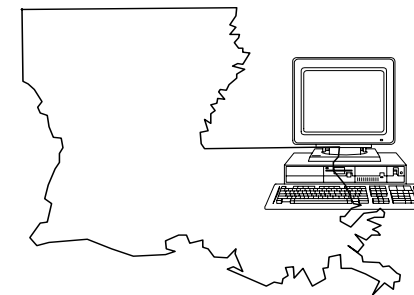
## RECEIVING INFORMATION
(can only be viewed after a receipt has been added)

**ORBD** - All receipts entered for an order, by line.

**ORAS** - Receipts by Agency and Status.

*Division of Administration*
*Office of Information Services*
*P. O. Box 94095*
*Baton Rouge, LA 70804-9095*
*Revised: 10/04*

# *AGPS*

**State of Louisiana**
**Advanced Government Purchasing System**

# ORDER CHANGE
# QUICK REFERENCE

**Your Name:** _____

**Your ISIS ID:** _____

**Internet Address:**
   http://www.doa.louisiana.gov/ois

**Help Line:** 225/342-ANSR (2677)
Options:
#2   Other ISIS Applications
   #2   AGPS - Purchasing

**DOA Mainframe Help Desk:** 225/342-4730
(To reset the password for your userid because it was either revoked or you forgot it)

**Training:**
Please direct all requests for ongoing training to your Agency ISIS Liaison.

   Name: _____

   Phone: _____

## ORDER CHANGE DEFINITIONS

**ADM** To make an administrative change to the order. The change will not affect the dollar amount, quantity, price, or accounting distribution.

**CNX** To cancel the entire order. No receipts, invoices, or payments can be posted against the order.

**CNL** To cancel one or more commodity lines on the order. System automatically builds the OCAC (accounting) screen after the status code is changed to 425. No receipts, invoices, or payments can be posted against the commodity line.

**DEC** To decrease the total dollar amount of the order.

**INC** To increase the total dollar amount of the order.

**SUB** To substitute one accounting distribution for another. If there are payments against the order, the OPAY amount paid must be updated by AFS before SUB can be processed.

**OCAC BUILD** Order Change Accounting screen will build automatically if flag = 'Y'.

**OCTX** Order Change text description.
**OCMD** Used to modify Order Change commodity line description.

### 1. ORDER CHANGE HEADER PROCESSING (OCHG)

At the **OCHG** screen, type **Clear** in the Function Field and press **Enter, t**hen type:

a. Order Number    Order # to be Changed
     Change Order #   Next sequential #, 01, 02
     Change Type    **ADM**, **CNX**, **CNL**, **DEC**, **INC**, **SUB**
     OCAC Build    'Y' or 'N'
     Description    1 line required, use **OCTX** for over 4 lines (See step 5)

b. Press **Enter**.

**NOTE:** If change type is **ADM** or **CNX**, go to step 4. If change type is **CNL**, **DEC**, or **INC**, go to step 2. If change type is **SUB**, go to step 3.

### 2. ORDER CHANGE LINE PROCESSING (OCLN)

At the **OCLN** screen type **Clear** in the Function Field and press **Enter, t**hen type:

a. Order Number    Order # used on **OCHG**
     Change #    Order Change # used on **OCHG**
     Change Line #   Line # to be cancelled, increased or decreased
     New Line    '**N**' – if **CNL**, **DEC**, or **INC** to an existing line
       '**Y**' – if **INC** and new line will be added (skip to step c)

b. If new line = '**N**', press **Enter**.
   If **DEC** or **INC** skip to step 2e.
   If **CNL** skip to step 4.

c. If new line = '**Y**', type:
   **Contract Number (if order is CRO)**
   **Contract Line (if order is CRO)**
   **Commodity Code**
   **Order Quantity**
   **Unit of Measure**
   **Unit Price (do not enter if order is CRO)**

d. Press **Enter**. (skip to step 3)

Type **Change** in the function field and change:

e. Order Quantity
   Unit Price - can not be changed if CRO or if New Line = N and receipts/invoices exist.

f. Press **Enter**.

Repeat **OCLN** procedure for each affected line. If **OCAC** build = '**Y**', skip to step 4.

### 3. ORDER CHANGE ACCOUNTING (OCAC)

This procedure needed only if new line = '**Y**' or if change type is **SUB**, otherwise **OCAC** build on header can be '**Y**'.

At the **OCAC** screen, type **Clear** in the Function Field and press **Enter**, then type:

a. Order Number
   Change Order Number
   Account Dist Number    Next sequential new #, ex. 02, 03

If **SUB**, type:
   Sub for Dist Number    Acct. distribution number to be replaced

   Action Code '**C**'
   If **SUB**, skip to step 3b.
   Amount *or* From Line/To Line

b. Press **Enter**.

c. Enter accounting information.

d. Press **Enter**.

With **Change** in the Function Field, change:

e. status code to 1.

f. Press **Enter**.

### 4. OCHG

At the **OCHG** screen, type **Change** in the Function Field and:

a. Change status to 425.

b. Press **Enter**.
   If approvals are required, the status will return at 426. If disapproved the status will return at 427. Change status to 405 and make necessary changes. Once approvals are complete or no approvals are required, the status will return at 429. Once at 429:

If **ADM** skip to step 4e.

c. Change status to 435.

d. Press **Enter**.
   If encumbrance fails, the status will return at 437. Change status back to 405, correct accounting problem and repeat step 4. If encumbrance is successful, the status will return at 436. **CNX** and **CNL** change types will return at 499. Once at 436/499:

e. With **Change** in the function field, change status to 440.

f. Press **Enter**.
   Status should return at 441. 499 status will remain at 499.